**Moose Lake Windemere Area Sanitary Sewer District**

**Approved Regular Meeting Minutes**

**January 15, 2020**

**@ MLWSSD Office**

1. The regular meeting of the MLWSSD was held on January 15, 2020 at the District Office immediately following the closing of the Organizational Meeting. Chairman Kuster called the meeting to order at 5:11 p.m. Those members in attendance included: Chairman Kuster, Vice Chairman Cliff Koski, Clair Strandlie, Henry Gretsfeld and Eric Nielsen. Also in attendance were: Executive Director Darla Hall and Superintendent Keith Newman.

2. Approval of the Agenda: Motion by Strandlie second by Koski to approve the agenda as written. Motion carried 5/0.

3. Guests: None scheduled.

4. Approval of Minutes: Regular Meeting Minutes December 18, 2019: Kuster questioned the name of Pine Tree Park as it has been called Coffee Lake Park in the past. Board reviewed the minutes and a motion was made by Strandlie second by Nielsen to approve the minutes of the December 18, 2019 meeting as written. Motion carried 5/0.

5. Executive Directors Report:

 a. January Billing Update: Director Hall informed the Board that the January billing was sent out on the 6th of January and noted that a few customers had stopped in and/or called wondering where their bill was. Last year it was mailed before Christmas and several of the bill cards were lost in the mail so Hall held the bills until after the Holidays.

 b. Adjustment to Accounts Receivable - $379.46: Hall discussed three accounts that have outstanding balances. Under normal circumstances the final billing balances are prorated to the closing date with a check being mailed to the District from the closing company. There are currently three accounts with unpaid balances that were not settled up before the property sold. Dates on the balances are January 2016, July 2018 and October 2019 totaling $379.46. Hall was directed to send letters to the individuals and attempt final collection.

 c. Update on CD’s at Northwood’s Credit Union: Director Hall informed the Board that the balances on the CD’s at the Credit Union have been adjusted and the remaining funds deposited into First National Bank as of December 30th. At this time two certificate of deposit remains for $200,000 and the other for $27,000 with the interest earnings being mailed to the District. This will prevent the funds from going over the insured amount at the credit union. Hall discussed the collateral pledge amount with First National Bank as well to ensure that the additional funds moved to that bank were covered.

 d. Point of Sale Ordinance – Attorney Reviewing: Director Hall informed the board she has been working with Attorney Mia Thibodeau on the language of the ordinance. Mia will be incorporating the changes into the draft for final review by the board. One item that was discussed involves a disconnect and reconnect situation. The attorney suggested the District may want to include language to reflect if a building permit is pulled that would trigger a lateral inspection. Hall noted that this could include decks installed or minor upgrades to the home. After discussion by the Board it was decided to include language reflecting if a permit is pulled that would “increase the flow” then the lateral would need inspection. This would include improvements such as an additional bedroom or bathroom. It was noted that Carlton County and Windemere Township would both need to be notified of this requirement since building permits are handled by those two entities. Hall to contact the attorney to add the language.

6. Superintendent Report: See written report prepared by Superintendent Newman. Superintendent Newman reported he had discussion with the District Engineer Kelly Yahnke regarding the Ryden connection. Kelly’s suggestion is to have a certified letter sent to property owner Sickich who has the bare lot next to the Ryden’s to see what his intensions are for that lot in the future. From there it can be determined whether or not it constitutes an extension to the line or not. Keith discussed that drawings show a line in Steve Aldrin’s field that shows an 8” pipe stubbed. If a manhole was put in, Aldrin could be reconnected there as well as Ryden and if the District was aware of what Sickich’s intensions were that could be connected at the same time. It was noted this would make the property more valuable/saleable having sewer connection to it. The cost could then be split between the Ryden’s and Sickich with the manhole being the property of the District. Keith will get an estimate from Tory Johnson on what it would cost to put a manhole in and work with Darla on getting a letter drafted to Sickich explaining the situation/options.

Superintendent Newman discussed the flow increase between Station 1 and the City of Moose Lakes flume (SCADA unit). Phil Entner, Public Works Superintendent contacted him prior to the meeting to discuss the flows. Phil had reviewed the flow numbers with Director Hall and noted that the increase in the flume started back in September when the flume was recalibrated. Keith suggested that it be recalibrated by an independent party that neither the District nor the City has used to see if calibration is correct. Phil talked to the City and got back indicating that if the District wants to have it done that is fine but the City will not pay for any of it. District directed Keith to move forward with getting it recalibrated. Director Hall noted that she received the overage bill for 2019 from the City of Moose Lake today just prior to the meeting. She did not include it in today’s claims as she did not have a chance to review it and also due to the issues going on with the flows. District board asked that the overage bill be sent out via email so they can review prior to the meeting next month.

Board discussed upcoming collection system operators training conference in March. Motion was made by Koski second by Strandlie to pay for Superintendent Newman’s training, mileage and lodging expenses to attend the conference in March. Motion carried 5/0.

 a. Visu-Sewer Televising Report: Pending

7. Treasurers Report: Treasurer Nielsen reviewed the profit and loss and balance sheet with the District for the month of December. Balance in checking on December 31, 2019 was $157,884.03. Nielsen had reviewed the bank statements and reconciliation and found the books to be in order. Claims submitted for approval today include check numbers 11955 thru 11972 as well as three EFT payments for payroll taxes for a total amount of $18,539.17. It was noted the bills include the debt service interest payment to the City of Moose Lake. Treasurer Nielsen noted the District may want to look at investing in another CD in the next few months. Motion was made by Strandlie second by Gretsfeld to approve the treasurer’s report as well as payment of the claims which include three EFT payments and check numbers 11955 thru 11972 for a total amount of $18,539.17. Motion carried 5/0.

8. Old Business

 a. Flow Numbers: Flow numbers for the month of December were 83,942. See discussion on the flow numbers coming from the SCADA unit under the Superintendent Report.

9. New Business: None

10. Adjourn: Motion was made by Gretsfeld second by Nielsen to adjourn the meeting, the motion carried 5/0 and the meeting adjourned at 6:20 p.m.

Minutes by Darla Hall, Executive Director